



# Information Session

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- eReview at DDES



# Pilot Project

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- At this time eReview is limited to registered plans only.
- Pilot starts October 2, 2006.
- A report outlining recommendations – on where do we go from here needs to be submitted to the Director at the end of the year.
- Your input is needed and appreciated!



# eReview at DDES

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- We know that some of you have participated in eReview in other jurisdictions – and liked its advantages.
- Is strictly voluntary and limited to registered plans at this time.
- Let us know what's working – what isn't.



# eReview at DDES - continued

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- We will be asking for your input thru a survey in December.
  - Any preferences for the type – phone, e-mail, form to mail in
- Comments welcome at any time.
  - Phone (206) 296-6731
  - E-mail [pam.dhanapal@metrokc.gov](mailto:pam.dhanapal@metrokc.gov)



# What is the application process?

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- A minimum deposit of \$1,275 payable to King County Office of Finance.
- A completed Affidavit for Application.
- One compact disc (CD), containing the plans, calculations and coversheet.
- One paper copy of the plans and calculations (1/2 size acceptable).
- Package may be dropped off at cashier's office.



# Digital Files

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- Must be MS Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 7.0 or earlier.
- CD should contain files with the building plans, engineering calculations and cover sheet.

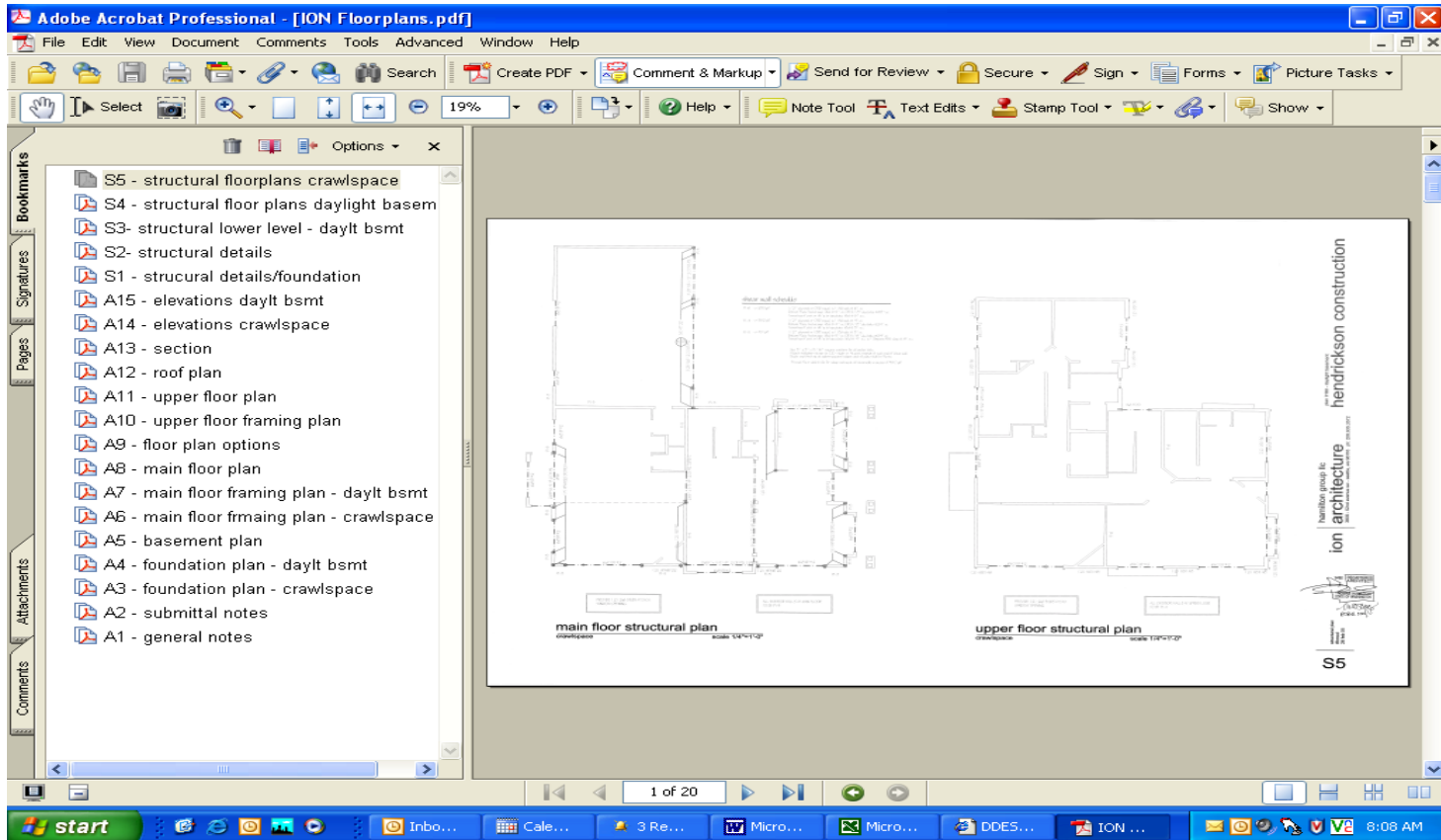


# What are the standards for digital plans?

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- Drawing Requirements
  - Building Plans should be fully dimensioned.
  - Areas on the plans which require 3X framing members or sill plates shall be highlighted in a different manner than other areas.
  - Bookmarks are required that clearly identifies the content of each page.

# Bookmarks







# Scale, Size and Font

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- Approved plans will need to be printed by the applicant for use on the job site – the size should be 18"x24" or 24"x36".
- All text should be readable and we request no smaller a font than 10 pt.

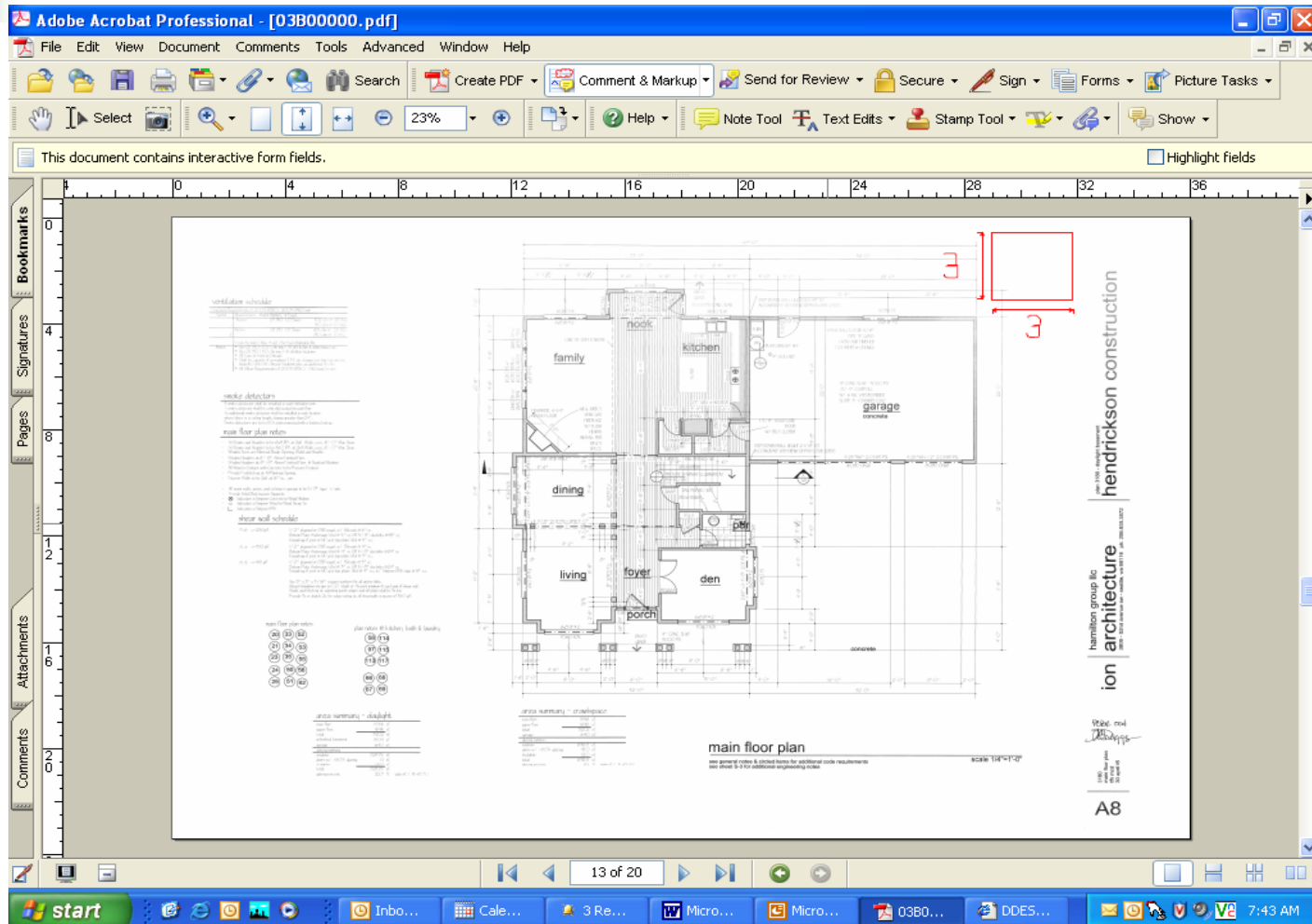


# Page and File Orientation

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- All sheets should be oriented so that top of page corresponds with the top of the computer monitor.
- On each drawing sheet a 3"x3" area located in upper right corner adjacent to title block needs to be left blank.
- All plans (architectural, structural, etc) need to be in one file to facilitate review without opening an additional file.

# Example of 3" by 3" clear space in upper right corner





# Naming Conventions & Content

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- The files on the CD should be named in the following manner:
  - Building\_Plan.pdf – will contain the general notes, architectural and structural plans, details and attachments.
  - Engineering\_Calculations.pdf - will contain the engineering calculations, key plans and attachments including the engineer of records stamp and signature.



# Continued . . .

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- Register\_Cover\_Sheet.pdf – will contain the completed cover sheet in the format provided by DDES.
- If you wish you may include your plan name or number in the file name.
- When corrections/revisions submitted the file name and rev01, rev02 etc should be added to the name.
  - Building\_Plan\_rev01.pdf



# How do I get copies of the cover sheet ?

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- Cover sheets may be downloaded off of our web site as of 9-22-06
- A copy is included on the CD you will receive at this presentation
- Two different sizes will be available
  - 18" by 24" or 24" by 36"

# Sample Cover Sheet (24"x36")

<b>Footprint Plan 1" = 20'</b> Indicate all options shown.	<b>Footprint Plan 1" = 20'</b> Indicate all options shown.	<b>Footprint Plan 1" = 20'</b> Draw and dimension the foundation footprint, indicating and dimensioning all overhangs and projections, indicate all options.	<b>Engineer's Plan Instructions:</b> Draw and dimension the foundation footprint. Indicate and dimension all overhangs and projections beyond the foundation. Indicate all options on the footprint the following areas: - Foundation - Garage - Deck - Covered Porches - Additional areas are provided to show and dimension additional footprint if the options listed below would change the foundation footprint, girders, or overhangs. - If using the additional areas, list the option being drawn.																														
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# Sample Cover Sheet (18"x24")

[illegible]



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[illegible]

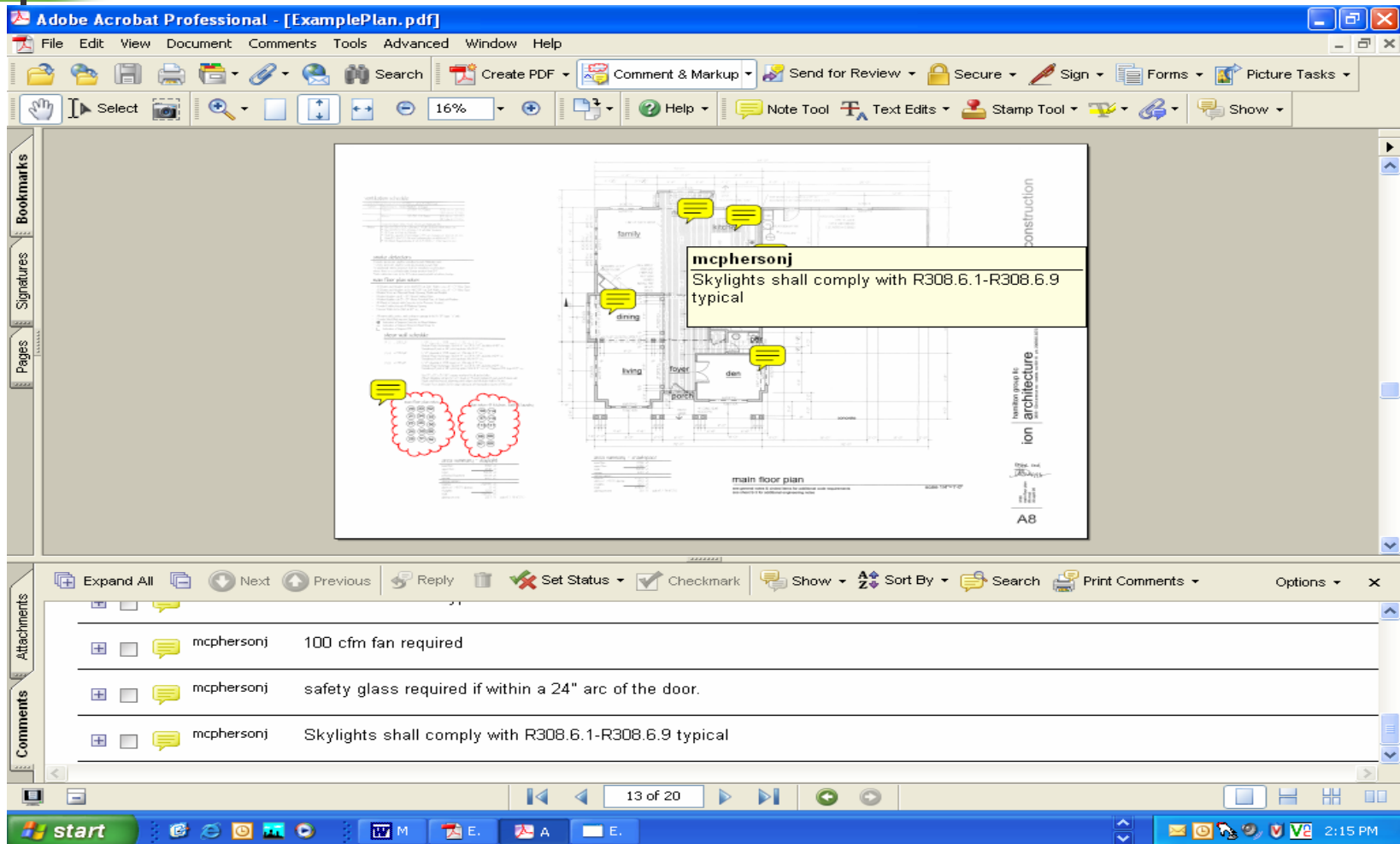


# What will be returned for comments and correction?

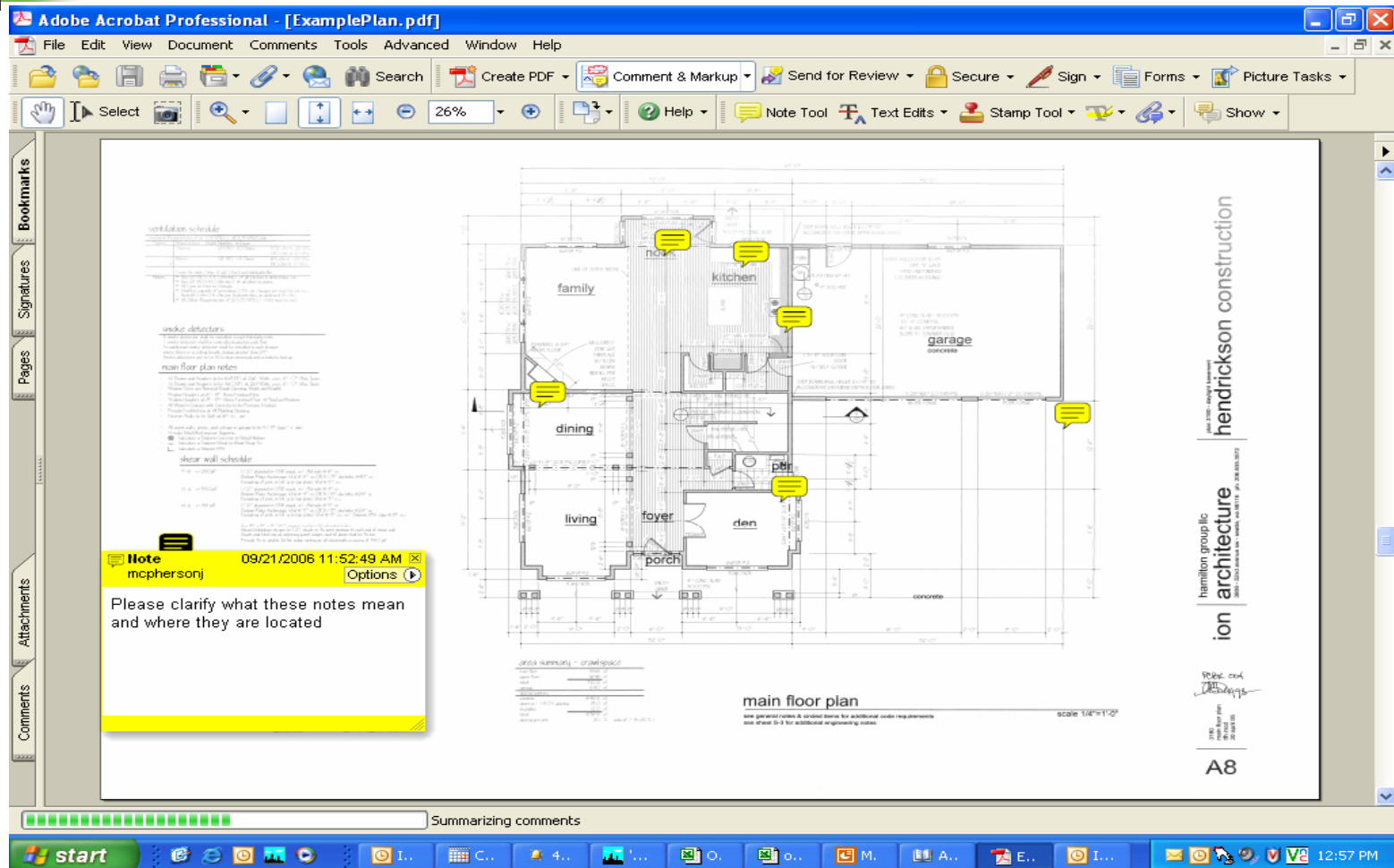
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- The final approved plans will need to have all review comments incorporated on them.
- We will be returning plans to you to incorporate these item.
  - Generally only the pages we have added notes to will be returned to you.

# What will the corrected plans look like?



# What will the corrected plans look like?





# How are plans returned to you for correction?

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- E-mail

- During the review process if only a few pages need changes – we will e-mail those pages to you with our comments. (Maximum file size is 10 megabytes).
- You may e-mail the corrected pages directly back to the plans examiner depending on the size.



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- FTP sites

- If the plans to be corrected are too large to e-mail. We can post them on the county FTP site and send you the link so that you can download them.
- When returning the plans if you have an FTP site you can post them on and send us the link we can retrieve them from that site.
- DDES does not currently have the ability to have you post the plans on a county FTP site.



Or . . .

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- We can send you a CD with the drawings and comments via the US Postal Service (snail mail).
- They can be left at the reception desk for you to pick up.
- YOUR CHOICE!



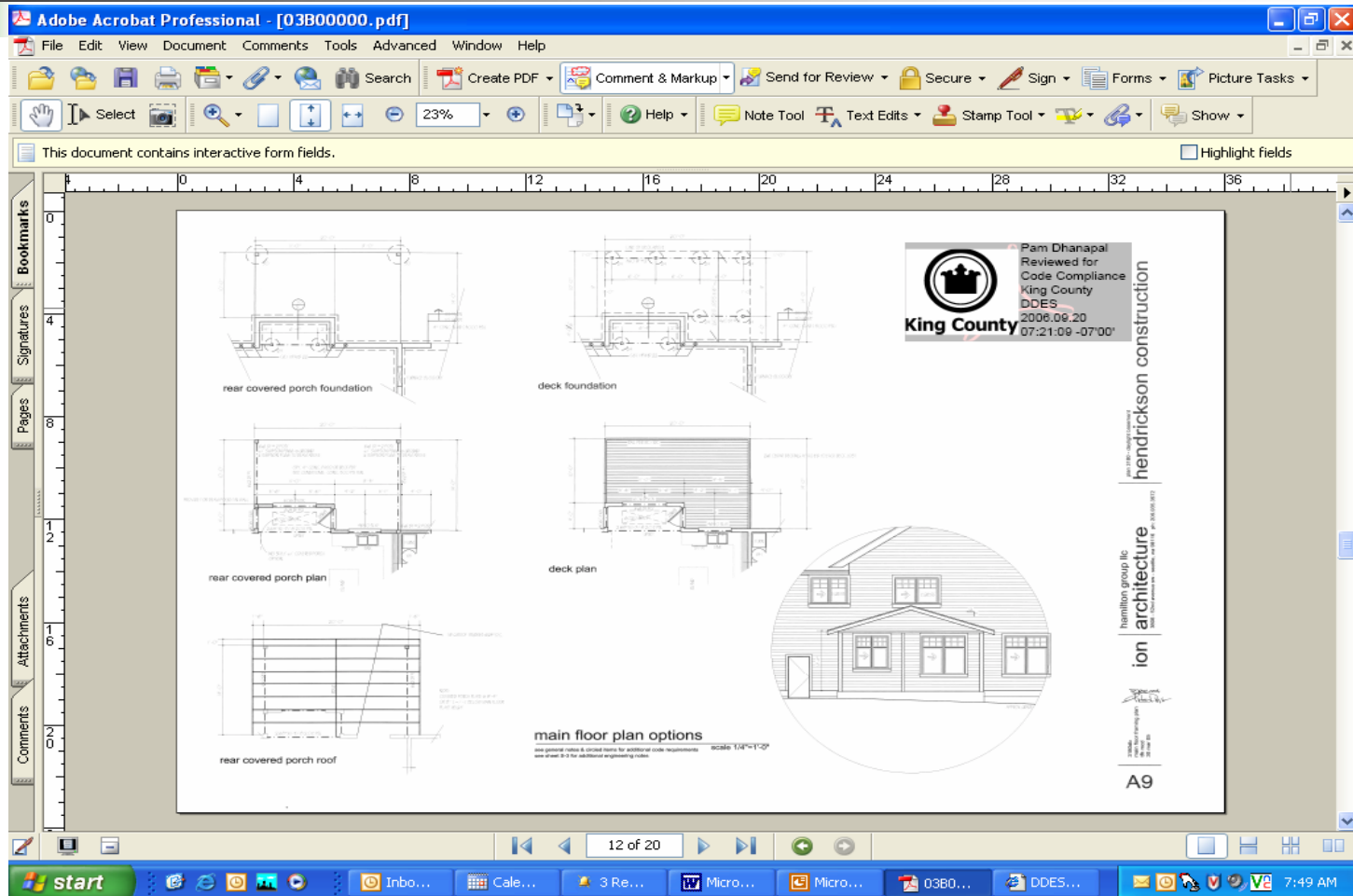
# What gets returned to me when the plans are approved?

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- You will be notified by the permit center when the register is approved.
  - If no fees due – we can mail out the CD with your approved plans on it – or you can pick it up at the reception desk.
  - If fees are due you can pick up the CD when you pay the remaining fees.
- With the approved plans on the CD you will be able to print as many site copies as you want – whenever you want.



# How will the final approved plans look ?





# Summary of the process

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- Application
  - Submit the plans on a CD as well as one paper set
  - Cover Sheet
- Review
  - Plans red-lined with notes for you to correct
  - Plans sheets corrected and resubmitted
- Approval
  - Approved plans returned on a CD
  - You can make as many site copies as you need



# Closing comments

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- Please pick up a CD that contains:
  - The presentation
  - The coversheets
  - Sample plan pages
- Any questions or comments?



# Pilot Project Team

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- Permit Center
  - Joelyn Higgins 206-296-7159
  - DeAnn Stevens 206-296-7013
- Plan Review
  - Mike Daggs 206-296-6734
  - Jane McPherson 206-296-7255
  - Richard Peter 206-296-7017
  - Michael Salmon 206-296-7064
  - Wendy Shi 206-296-6789



# And a Special Thanks

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- To all staff at DDES who have participated!
- To all register holders who choose to participate in our pilot eReview project.